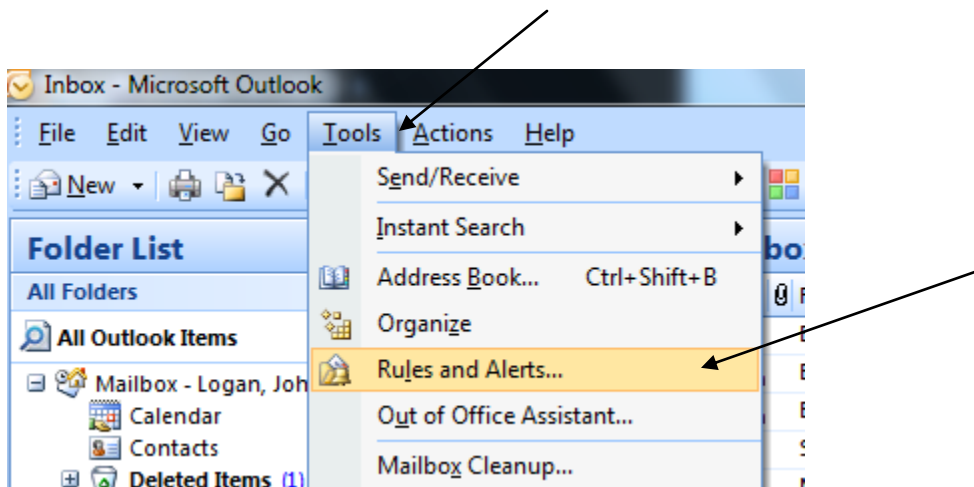


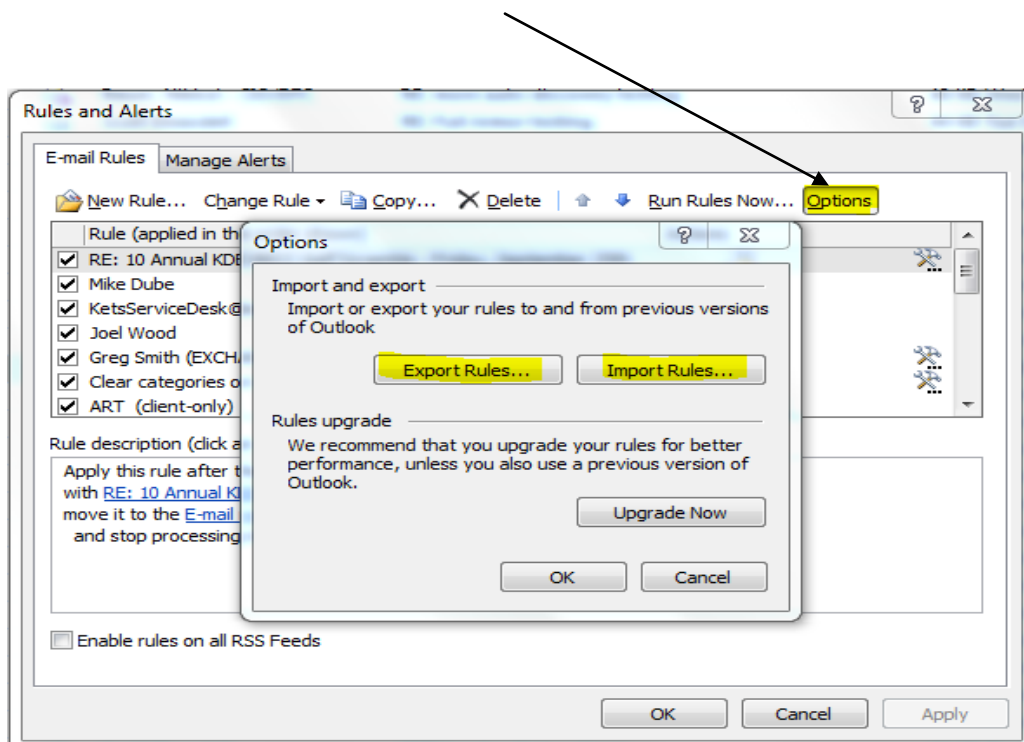
Outlook 2007 Mailbox Rules – Export and Import

Outlook 2007 users can choose to export and import their personal mailbox Rules if they desire. However, if you're doing this in conjunction with the Live@edu upgrade, you'll need to complete your export prior to noon on Friday, 5/21. After running the "Easy Button" on Monday, May 24, you can import these rules back into Outlook. This is not without issues, as the rules should import but the settings within the rules may have to be reconfigured (users, DLs, folders, etc).

1. Open your Outlook client. Click on tools, then "rules and alerts" as shown below.



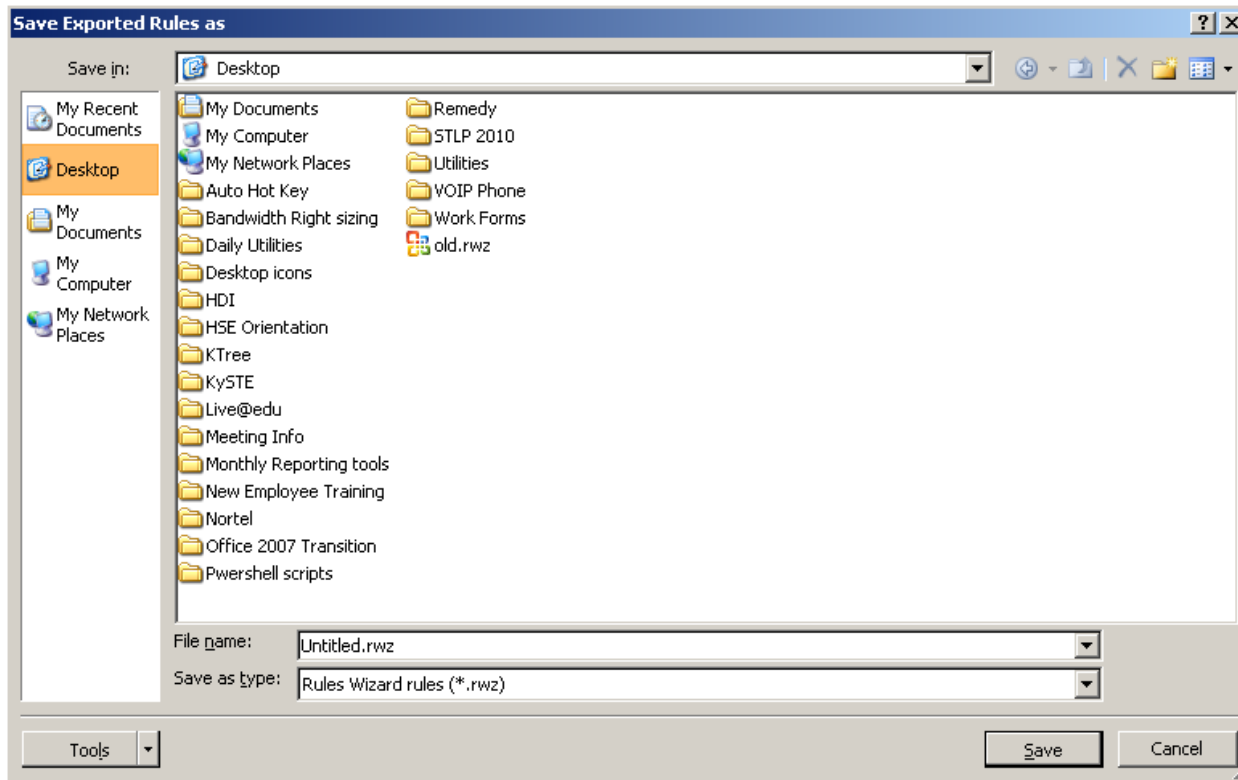
2. Once the Rules and Alerts dialogue box pops up just click on "Options" towards the right side and you will be prompted with Export and Import options. Please look below:



At this point you have the choice to Export Rules or Import Rules.

Exporting Rules:

This is the procedure you will want to take prior to noon on Friday 5/21. The first step is to click on the Export Rules from the “Options” box as shown earlier. When you click that button it will ask you where you want to save the file and allow you to rename it if necessary. It will look like the following:



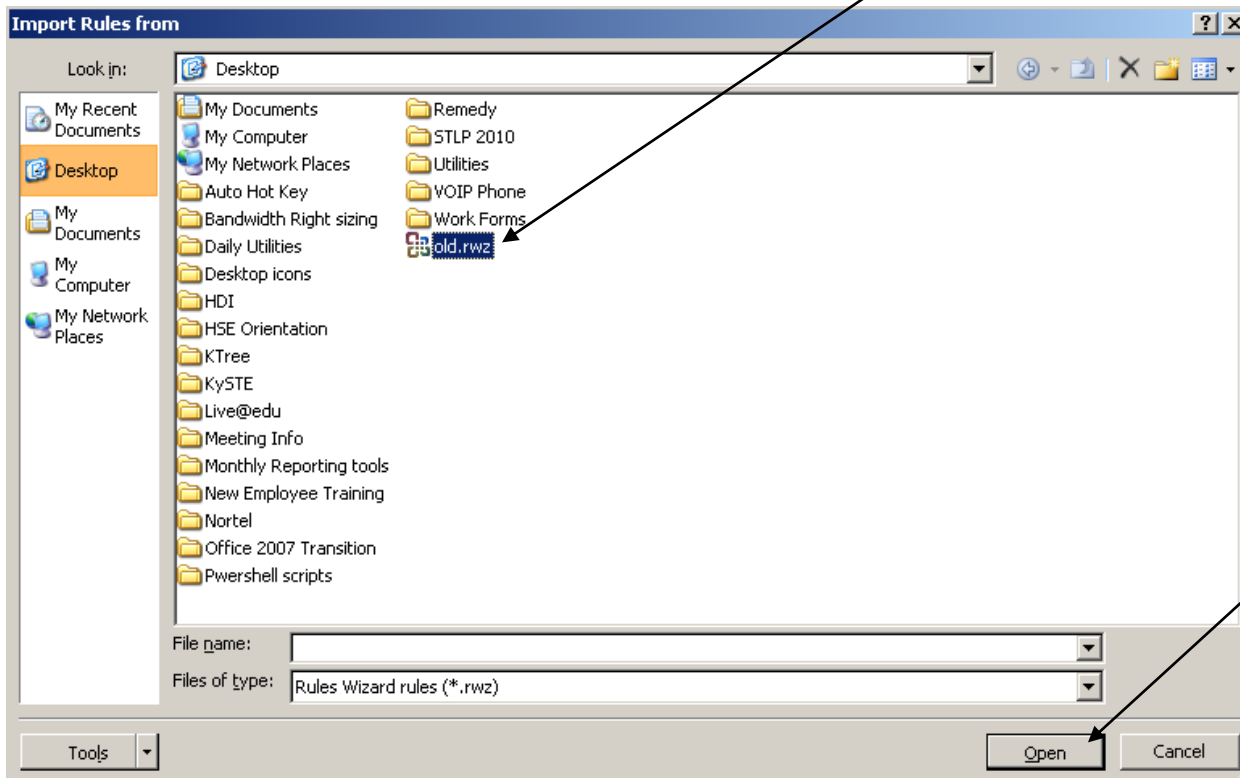
Make sure you remember where the file is stored and what you named it as you will need to find it later for the import. If you save it to your desktop it will look like the following:



At this point your rules are saved and you can push the EASY BUTTON on Monday morning, May 24 according to the instructions you’ve already received.

Importing Rules

Once you have migrated to Live@edu it is very easy to import your old rules back into Outlook 2007. Just follow steps 1 and 2 to get to the “Options” menu again. At this point you will want to click the “Import Rules” button. Select the file you saved earlier and hit Open as shown below:



Once you hit OK on the Options screen you will see your rules have imported. Please check your rules to ensure that all of the rules are configured properly.